

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

**Position:** Primary Learning Enrichment Teacher  
**Campus:** Narre Warren South  
**Employment Status:** FTE 0.800  
**Reports Directly To:** Director of Learning Support

## Role

The Primary Enrichment Teacher works with the Director of Learning Support and Classroom Teachers in providing support for students with diverse needs, specifically Students who are Gifted and Talented.

## Responsibilities:

- Develop and implement a flexible, challenging and enriching curriculum appropriate to meeting the individual needs of gifted and talented students
- Utilise both proven and innovative techniques to help students develop productivity, creativity, self-discipline and leadership skills
- Conduct assessments and write reports for students who attend LEAPS Enrichment programs
- Work with the class teacher to ensure a suitably varied and differentiated curriculum that promotes instruction in higher level thinking skills and problem-solving skills for all students
- Monitor the overall progress made by gifted and talented students, and set targets to ensure challenge and address underachievement
- Consult with parents, Student Wellbeing Coordinator and Staff at all levels to ensure the effective exchange of information regarding student needs, particularly for transfer and a smooth transition
- Encourage in gifted learners a sense of social awareness and commitment to humanity and to their environment, and a respect for the worth and dignity of others
- Maintain records of departmental discussions and decisions, student assessments, Program Support Group meetings and review procedures
- Assist individual and small groups of students with social and organisational skills, and encourage nurturing group interaction
- Ensure the provision of educational opportunities and activities which enable gifted and talented students to achieve their highest potential
- Liaise with outside agencies such as G.A.T.E. WAYS and Chess Club Tutors where necessary, in developing and coordinating an appropriate program for gifted and talented students
- Oversee a program for Maths's enrichment
- Assist Class Teachers in writing up the student's Individual Education or Behaviour Support Plans
- Attend Parent Teacher Interviews with the Class Teacher as required and Program Support Group meetings for students with diverse needs

- Provide professional advice and support to Class Teachers and Learning Support Assistants on:
  - how best to cater for the diverse learning needs of students in their classrooms
  - how to effectively work in partnership with families to maximise learning opportunities for students at school and at home
- Wherever possible recommend and provide resources for the Class Teachers who work with gifted and talented students
- Assist Teachers, where appropriate, with professional learning in gifted education
- Provide feedback to the Class Teacher and Director of Learning Support about how the student is coping with activities, their general learning behaviour and any other observations

### **Professional Duties**

- Model exemplary classroom practice when tailoring learning for students with diverse needs
- Attend staff and team meetings to discuss student's progress, curriculum, pastoral and other matters
- Promote the general progress and well-being of individual students and of any group of students assigned
- Participate in school wide and LEAPS activities e.g., lunch/recess student supervision, chess club, and student monitoring or mentoring
- Develop and maintain an up-to-date knowledge of current thinking and major initiatives by attending courses to develop professional skills

### **General**

- Work in a co-operative and flexible manner, and maintain good working relationships with other colleagues of the school team
- Undertake such additional duties as might be reasonably requested by the Director of Learning Support

### **Inherent Requirements of the Position**

#### **Teaching Staff - General**

- Prolonged periods of standing
- Voice projection
- Some bending, crouching and stretching
- Standing tasks requiring twisting and turning
- Ability to administer first aid
- Occasional lifting and carrying
- Using computer for prolonged periods of time
- Able to work in an outdoor environment and differing weather conditions, including camps, excursions, yard duties, etc.

### **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures

- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

## **Administration / Duties**

As part of your teaching role, you are expected to participate in a range of duties beyond classroom responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Attendance at school meetings and staff devotions
- Official functions within school time (assemblies, chapel, concerts, sports events)
- Official functions outside of normal school hours e.g. presentation night, Parent BBQ's
- Professional Development days, Staff Retreat, end of year Staff Luncheon
- Parent-Teacher Interviews
- Participation in the General Working Bee
- Excursions, camps, competitions and other relevant curricular and co-curricular activities

## **College expectations of you include:**

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code
- The ability to carry out all administrative practices at the classroom level in a competent and professional manner. This covers, but is not limited to, keeping accurate Attendance Records, distribution of notices and newsletters, organization of resources, and care of furniture and property
- Accurately and appropriately complete all tasks of planning, evaluation and record keeping
- Maintain accurate records of student achievement including student profiles
- Provide a comprehensive 'hand over' of each student's performance/progress/needs to the following year's teacher
- Provide high quality reports to parents, both oral and written, and respond appropriately to written communiques
- Undertake yard and other supervision duties as required, and exercise responsibility for the welfare of students

Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.

## **Other Key Relationships**

- Staff Team Leaders
- Head of Teaching and Learning
- LEAPS Coordinator
- Student Wellbeing Coordinators